


EXHIBIT E**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed. Titles of personnel should be consistent with titles referenced throughout the RFP.)

Title of Position: <u>Credentialed Case manager</u>	
Name of Person:	<u>Sharon Burgard</u>
Educational Degree (s): include college or university, major, and dates	<u>Bachelor of Arts - Christian Counseling</u> <u>Masters - Christian Counseling</u> <u>Covington Seminary</u>
License(s)/Certification(s), #(s), expiration date(s), if applicable:	<u>not applicable</u>
Specialized Training Completed.	<u>Certified Life Coach</u>
# of years experience in area of service proposed to provide:	<u>22 years</u>
Describe person's relationship to vendor. If employee, # of years. If subcontractor, describe other/past working relationships	<u>Director of Client Services</u> <u>Work with clients directly - Intakes -</u> <u>Parenting classes - Phone calls</u>
Describe this person's responsibilities over the past 12 months.	<u>Client Services - work directly with clients -</u> <u>Intakes - phone calls - email etc</u> <u>Teach parenting classes</u>
Previous employer(s), positions, and dates	<u>Southeast Missouri University - 2017 -</u> <u>Present</u>
Identify specific information about experience in:	 <u>see attached document</u>
✓ Early childhood development	
✓ Family/marital counseling	
✓ Social work	
✓ Case management	
✓ Program administration	

Submitted to APE 2017
8/31/2018

Sharon Burgard

Previous Employer, positions and dates.

Southeast Missouri State University (SEMO)

Position—Coordinator of Athletic Academic Services June 1997- June 2016—retired

Professor—Courses taught: Topics in Life Skills, Principles of Mentoring, Family Economics, UI100 Choices and Consequences. 1997-Fall 2017

Early Childhood Development- Topics in Life Skills covered birth to death 1997-2017

Family/marital counseling—Work with husband in counseling and working with couples in premarital counseling and also with couples in marriage crisis. We work with families with children in crisis and taught parenting classes and Bible Studies on the family.

Social Work—Mainly in referral situations and learned what services are available.

Case Management—Managing cases of students that I worked with at SEMO and now at Options for Women.

Program Administration—Administered Athletic Academic Program at SEMO.

Shadow Rest Ministries—2006-to present. Shadow Rest is a retreat ministry that my husband and I started to offer a place of peace and rest. The goal is to allow people to be restored so they can face and deal with whatever life may throw at them.

We plan and facilitate various programs concerning spiritual growth, marriage and family help and retreats. The retreat is also utilized by other churches, University departments, city groups, etc.